

## INSTRUCTIONS FOR FORM 8700-257

Form 8700-257 is intended to track down actual dollars used on prime contractor(s) and sub-contractors. Complete this form and submit it along with **your final** request for Environmental Improvement Fund (EIF) disbursement, Form 8700-215. Personally identifiable information collected on this form is not likely to be used for any purpose other than which it is originally being collected.

1. Enter municipality name.
2. Enter EIF project number.
3. Enter project description.
4. Enter project construction start and end dates.
5. **The following information applies to Section I (Construction/Equipment/Supplies Contracts) and Section II (Profession/Technical Services Contracts)**

5.1 Column one depicts name(s) of the prime contractor(s)/Consultant(s) awarded contract(s). The source of information is bidding/service contract documents. Municipalities must ensure that this information is submitted to the Department when construction/service contracts are awarded.

5.2 Column two depicts names of subcontractors awarded construction/service contracts. This information is provided with the bidding/service contract documents.

5.3 Column three depicts enterprise type. Identify each business entity according to these categories: minority-owned business enterprise (MBE); women-owned business enterprise (WBE); and small business enterprise located in rural areas (SBRA). If prime-contractor(s) are not MBE/WBE/SBRA, use Not Applicable (NA).

5.4 Column four depicts scope of work to be implemented by prime- and sub-contractors.

5.5 Column four – Enter the estimated and actual dollar amounts paid to the prime- and sub-contractors at the end of each service/construction contract.

6. **The following information applies to Section III (Utilization Summary).**

6.1 Fill in the total of estimates and actuals from Sections I and II. Figure the Percentage Utilization. Be sure to sign and date the form before sending back to the Department of Natural Resources.